

ANNOUNCEMENT NUMBER: 011-018

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7*

OPENING DATE: June 20, 2011

CLOSING DATE: July 1, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: US\$ 28,364 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position of Administrative Assistant for the FMM (Facilities Office) Section in Luanda.

BASIC FUNCTION OF POSITION

Directly supervised by the Facility Manager, the incumbent oversees the day to day administrative function of the Facility's Maintenance (FM) office. The incumbent manages work-orders requests, memorandums, official governmental cable traffic, Time and Attendance, record keeping/filing, updates mechanical data board and preventive maintenance boards, telephone communication for the department and supervises the work-control clerk.

Incumbent ensures the administrative work flow is effective and reports back to the Facility's Manager and will implement corrective procedures if instructed.

The incumbent enters data in to the embassy maintenance database, which tracks all maintenance activity for Luanda. The position requires the assistant to close out the work request once the task is completed. A separate file is kept on all routine; make readies, preventive maintenance and safety reports for administrative usages.

The incumbent is required to be a cash-holder for the maintenance section. This requires the distribution of petty cash and the requisition of receipts.

The incumbent is responsible for administering the time and attendance (T&A) system, using a specific database program, for the entire FM staff. This includes taking attendance at roll call in the morning and data entry of all types of leave.

The incumbent receives all incoming telephone calls and then dispatches the calls throughout the rest of the Maintenance sections.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of secondary school and 2 years of business school training is required.
2. **REQUIRED WORK EXPERIENCE:** Two to three years progressively responsible experience in office administration is required.
3. **REQUIRED LANGUAGES:** Level III English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE:** The incumbent must have a good working understanding of all Microsoft type applications; i.e., word, excel, access, etc. The incumbent must be able to type at least 40 wpm with minimal errors. The incumbent must be familiar with business machines, i.e. scanner, computers, fax machines, printers, copiers, etc.
5. **REQUIRED TECHNICAL KNOWLEDGE:** Must be detail oriented and able to work independently. The incumbent must have strong written and verbal communication skills. Strong interpersonal skills and with ability to interface with individuals at all levels of the organizations. Must have the ability to solve minor problems with minimal supervision.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda
HROLuanda@state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222-641-232
HROLuanda@state.gov

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JULY 1, 2011

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer